



Once the Visioning process is complete, it is time to develop the Scope of Services. This document is a contract; it will direct your consultant to create your Community Development Plan in accordance with the goals and objectives expressed in the Vision Statement. The Scope of Services sets out a workplan that shows the tasks and work products with which the consultant will address each of the four core elements of the Community Development Plan, with a timeline for completion.

The proposed Scope must:

- Include a workplan on the use of the balance of the planning services for undertaking CD Plan tasks.
- Address all four core elements of the CD Plan.
- Identify the recommended source of state funding for each of the proposed tasks. The RPA will provide guidance on this during preparation of the proposed Scope. (Each component of the Scope of Services must meet the intent and be consistent with the identified state-funding source targeted for use).
- Indicate an anticipated timeline.

Note: Planning funds may not be used to pay for the services of a municipal employee. A community may choose to devote additional local funds to the CD Plan process and note this in its Scope.

As part of the Scope of Services submission, a community may request alternative use of the planning resources if the minimum requirements of one or more of the core elements of the CD Plan have been addressed by existing planning efforts or plans. In that case, the community may request authorization to use its designated planning resources to address the remaining elements or to enhance or expand one or more of the elements, including pre-development costs (e.g., bringing zoning into conformance with the community's master plan). Below is information about how communities can satisfy the minimum requirements with existing plans.

If the community does have current plans

Community planning requires a careful review and analysis of existing conditions balanced with a community's future expectations. The Community Development Plan program recognizes that communities are at different stages in the planning process. Some communities are updating plans, others are creating new ones, and still others are in the initial stages of a planning process. This program outlines the minimum criteria communities must meet for each of the four core elements. Communities whose current plans already meet the minimum criteria of the four elements, may take advantage of this program to delve further into a particular core element or to implement their existing plans.



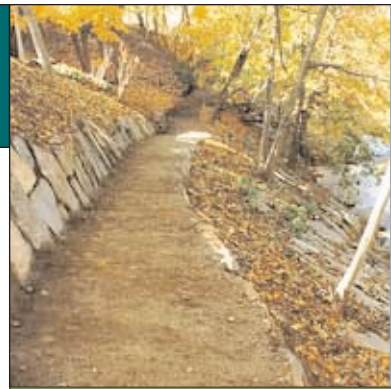
The chart below indicates the minimum requirements in each of the four core elements. Communities should examine their existing plans to determine if any or all of the minimum requirements may be met through existing plans.

CORE ELEMENTS	MINIMUM REQUIREMENTS
OPEN SPACE AND RESOURCE PROTECTION	<ul style="list-style-type: none"> • A GIS-based Land Use Suitability Map(s) • A water budget analysis • A water quality analysis • A detailed description of the findings and recommendations from the community's existing plan concerning open space and resource protection
HOUSING	<ul style="list-style-type: none"> • Housing Inventory Map(s) and accompanying Report • Assessment of Housing Demand • A Housing Needs Report • A Housing Goals and Objectives Statement • A Preliminary Future Housing Map and accompanying Goals and Objectives Report
ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> • Current and future economic profile • Economic development goals statement • Implementation strategy and accompanying map
TRANSPORTATION	<ul style="list-style-type: none"> • A GIS map of the regional or subregional area that identifies transportation improvements that can be implemented within the next one to five years

If a core element of a CD Plan is addressed by an existing local or interlocal plan, copies of the plan(s) must be submitted with the proposed Scope of Services. To qualify, such a substitute plan must be less than five years old and be in use by the community. The existing plan would need to contain the information as described for the relevant CD Plan component. Moreover, the document must be consistent with, and not conflict with, any local or interlocal actions that have occurred since the plan was adopted (examples of actions that could disqualify a prior plan might include siting and development of a new regional mall or approval of a new regional rail line).

If the request to substitute is approved, the mappable component(s) of the study, plan or report must be converted to the approved GIS format. A portion of the planning funding may be used for the conversion.

The community submits the proposed Scope to the RPA, which will review the consistency of the Scope with plans of nearby communities, identifying possible conflicts or issues affecting the region. The RPA sends its comments to the community and to an interagency working group composed of representatives of the four participating state agencies. The Committee reviews the Scope and then notifies the RPA and the community of approval to proceed or the need to propose modifications.



COMMUNITY PLANNING PROFILE

*The Challenge:
A beautiful river with
no easy public access.*

*The Solution:
Creation of a public
greenway.*

The Housatonic River is the most prominent natural resource in the town of Great Barrington -- but people couldn't fully enjoy it because there was no physical access to its banks. More than 900 citizen volunteers worked cooperatively with a local land trust to create a public pedestrian greenway and open up riverbank recreational areas.



Upon approval of the Scope, the RPA will be authorized to commit the balance of the designated planning services (up to \$30,000, less those funds spent on the preliminary planning process) on behalf of the community.

Interlocal Plans

While each community is unique, many communities face common issues with regard to planning their futures. Communities will be pooling their resources to address the transportation element of the CD Plan on a multicommunity basis. For other elements, communities are encouraged to examine interlocal efforts as appropriate.

Some key areas where cooperative planning can be especially important are:

- Water supply and protection concerns.
- Decisions regarding location of public facilities, infrastructure expansion, and transportation.

A community may pursue an interlocal plan for one or more of the core elements (e.g., interlocal economic development strategy) provided that:

- 1) The remainder of the four core elements are sufficiently addressed in a recent prior plan(s) that will be converted to GIS maps or addressed in a separate part of the Scope of Services.
- 2) Each community seeking to participate in an interlocal plan element has been presented with a completed buildout map and analysis by EOE.

Communities need to ensure that they are meeting all the elements of the Community Development Plan, either as a community or in an interlocal planning process. It is possible for a community to work on some elements of the plan individually and to work with other communities on others; it is not an “either/or” choice. For example, a community may choose to consider its open space and resource protection and housing plans individually but work with neighboring towns on transportation and economic development. Even if the community decides to develop an individual CD Plan, local leaders may want to share updates on progress with neighboring communities, meet with adjacent communities to identify shared concerns around particular issues and/or use regional venues such as regional planning agency (RPA) meetings for periodic reports on the plans. The RPA may have additional suggestions on how to best share both your community’s progress in plan preparation and the plan’s results.

